

ADMINISTRATIVE – INTERNAL USE ONLY

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MEMORANDUM FOR :

SUBJECT : Appointment of Certifying Officer

REFERENCES : (a) , dated 1 March 1973
(b) paragraph 68
(c)

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1. You are hereby appointed as a Certifying Officer with authority to certify financial transactions for activities of the DCI Complex, consisting of the Office of the Director, Legislative Counsel, General Counsel, Inspector General, Comptroller, National Intelligence Officers, and Intelligence Community Staff within the scope of reference (a). The duties of a Certifying Officer are stated in references (b) and (c).

2. Any request for payment or credit presented to you for certification which appears questionable or in any way unsuitable for certification may be presented to the Director of Finance or Chief, Certification and Liaison Division for review and determination as to propriety for certification.

3. As an authorized Certifying Officer, you are responsible for the correctness of journal entries prepared to record financial transactions under your certification. The required journal entry information for each general and subsidiary ledger account is contained in the Financial Coding Guide. The Office of Finance Handbook and revisions thereto contains procedural guidelines for use by you.

25 YEAR RE-REVIEW

Thomas B. Yale
Director of Finance

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